

	THE CITY OF KEY WEST Job Description	Non-Union, Hourly Position	
		DATE OF REVISION	04/08
POSITION	EXECUTIVE ASSISTANT III	HOURLY WAGE	\$14.1839
DEPARTMENT	Police (21-01-521)		
JOB CODE	42845	GRADE	N21

PHYSICAL LOCATION:

- 1604 N. Roosevelt Blvd., Key West Police Department.

REPORTING RESPONSIBILITIES:

- Reports directly to Police Chief and/or his/her Designee

GENERAL FUNCTIONS:

- With minimal direction, the purpose of this position is to provide highly responsible, confidential and specialized administrative support to the Police Chief. Functions at proficient level and accountable for the accuracy of routine and non-routine administrative support duties assigned including matters of sensitive and/or confidential nature.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to communicate with co-workers.
- Able to work a forty (40) hour work week and occasional overtime when necessary.
- Able to use equipment and/or materials as specified in this job description.
- Able to see and hear well enough to perform the duties specified in this job description
- Able to work with the general public in a polite and courteous manner.
- Computer literate, keyboard and mouse proficient and able to demonstrate.
- Able to maintain confidentiality

EQUIPMENT TO BE USED:

- Personal computer, with a variety of software, including, but not limited to Microsoft Word, Excel, Power Point, Windows and various City software applications
- Multi-line phones
- Dictation, transcribing machines
- Fax and copy machines

ENVIRONMENT

- Primarily inside air-conditioned office.

PHYSICAL REQUIREMENTS:

- Standing 25%
- Lifting 5%
- Reaching/Bending 10%
- Using stairs 15%
- Sitting 50%

DUTIES/TASKS/JOB:

- Receives and responds to the general public in person and via telephone
- Maintains schedule of supervisor(s).
- Develops and maintains special event files.
- Assists in collection of data for budget preparation and provides budget statistical reports as assigned.
- Coordinates and schedules meetings, conferences, etc.
- Research complaints and requests from police officers.
- Maintains Emergency Management records & files for Department.
- Prepares and maintains documents and files relating to Police matters.
- Receives, sorts, logs and distributes all incoming mail as well as logging all outgoing material
- Maintains vendor files and generates purchase requests.
- Produces a finished document from a dictated, recorded or handwritten source.
- Maintains control records on action documents and follows up work in progress.
- Prepares payroll, leave requests, on time reports and updates rosters and time sheets.
- Prepares work orders, when necessary, using the City's computer system
- Makes travel arrangements as requested preparing and maintaining all required documents.
- Fills in for other departmental support staff when they are on annual, sick, personal, or other time away from work.
- Sets up spreadsheets as required
- Create and maintain organizational charts for Department and Emergency Operations.
- Type, file and/or retrieve confidential documents, maintaining security and confidentiality in accordance with agency policy.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Ability to establish and maintain effective working relationships with department staff, City management and elected officials, other agencies and general public.
- Ability to handle stress of meeting deadlines
- Ability to work overtime as required to meet deadlines
- Ability to process other types of information as required, and perform other job duties as they arise
- Ability to be cross trained to perform other duties of other personnel in the Police Department
- Ability to refrain from smoking tobacco while in a public building.
- Ability to communicate both orally and in writing in the English language
- Ability to plan, organize and coordinate schedules and meetings.
- Ability to access, operate and maintain various software applications with ability to support proficiency in the use of Microsoft Word, Excel and Power Point.

- Ability to operate basic office equipment.
- Ability to read, update, analyze and maintain various records and files.
- Graduation from high school or GED.
- Certified typing speed 55 WPM.
- Sufficient corrected or uncorrected eyesight to read fine print and computer screens for extended periods of time.
- Skill in understanding and following written and oral instructions.
- Skill in clearly communicating information both verbally and in writing.
- Skill in routine administrative functions.
- Three (3) to five (5) years progressively responsible experience and/or training in administrative/secretarial support functions to include highly responsible experience in support functions.
- Must pass all oral interviews, psychological tests, and all appropriate post-hire medical examinations and other examinations involved in the hiring process.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I, _____, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION,
VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

Apply at:

**City of Key West
Human Resources Department
525 Angela Street
Key West, FL 33040
Telephone: (305) 809-3714**